

GENERAL DEFINITION OF WORK:

Performs difficult technical work coordinating the procurement of municipal services, supplies, materials and equipment; does related work as required. Work is performed under regular supervision. Supervision exercised over subordinate personnel. Acts in the absence of, or at the discretion of, the Procurement Manager.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Initiating and processing purchase orders; preparing and maintaining detailed purchasing records; researching specifications; soliciting quotations; preparing bid packages; tabulating bid responses.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews requests and specifications for goods/services for accuracy, clarity, completeness and contract compliance; develops concise, professional technical specifications; researches and compiles data on technical specifications; works with end users to establish details of contract performance by defining specialized needs; assists in identifying appropriate commodity vendors.
- Solicits quotations from appropriate vendors; makes recommendation for award.
- Creates bid/proposal document based on formats previously used and/or developed for application/need.
- Coordinates bid process; advertises, publishes, and publicly posts Invitation For Bid (IFB) or Request For Proposal (RFP) announcements including RFP's for professional services; serves as point of contact for all questions pertaining to bid prior to bid opening; expedites bidder requests through user department; conducts pre-bid/pre-proposal conferences; conducts public bid openings and records bid results on bid tabulation sheets; forwards bid packages and tabulation sheets to users for evaluation.
- Analyzes bid submittals/proposals for responsiveness and responsibility of bidders/offerors; prepares and posts notice of intent to award, notice of award, catalog, and instructions; distributes to users.
- Coordinates evaluation committee activities; assists user departments in selecting evaluation committee for proposal evaluations; guides committee in proper direction during process according to procurement policies; coordinates and conducts negotiations with offeror(s); generates notification of award letters, award catalogs, contract notices and related documents.
- Composes contract documents as needed for goods/services, using appropriate language; facilitates contract modifications as needed, based on contractor/user requests; maintains contract files, including certificates of insurance; ensures vendor compliance with all insurance, bonding and license requirements.
- Performs contract administration for county contracts; serves as point of contact for user departments in relation to contracts; notifies user departments; resolves disputes.
- Reviews, approves, and verifies all purchase orders for buyer-designated commodities.
- Prepares or completes various forms, reports, correspondence, project status reports, cost comparisons, contract instructions/catalogs, contract renewal questionnaires, contract listings, purchase orders, newspaper/trade advertisements, spreadsheets, or other documents.
- Assumes responsibilities of Procurement Manager as required.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of business methods, markets and purchasing practices; thorough knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; thorough knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the city; general knowledge of standard office procedures, practices and equipment; ability to express ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with other officials, vendors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in purchasing, procurement or related field and considerable experience in the procurement of materials, equipment and supplies.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions. May be required, as need arises, to conduct field visits for projects including but not limited to off-site review of outside properties over potentially uneven terrain, climbing ladders/rooftop or mechanical room inspections, all of which require travel to any and all County and School facility locations.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. CPPB Certification is preferred. Must pass a criminal background check. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

background check and credit history check.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

| | |
|-----------|-----------------|
| Date_____ | Name_____ |
| | Signature_____ |
| Date_____ | Supervisor_____ |
| | Signature_____ |

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.